



**United States
Fish & Wildlife Service**

Memorandum

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Date

10/08/2004

From

AD - Budg, Planning & Hum Res

Subject

Department's New Non-SES Performance Appraisal System

In the all employee message of September 13, 2004, providing general guidance regarding the new 5-level performance appraisal system to be implemented Departmentwide in FY 05, additional guidance regarding the close-out of the FY 04 performance appraisal cycle and the roll-out of the 5-level system for FY 05 was promised upon notification by the Department. Following is additional guidance.

A decision has been made by the Department to close-out the 04 performance appraisal cycle as scheduled on September 30, 2004. Subsequent to supervisory and employee training on the new 5-level system, employees will be placed on the new performance appraisal system for the FY 05 performance appraisal cycle. The Department is anticipating a January 1, 2005, implementation date for the new system. For the interim time period, employees must be placed on a 2-level performance appraisal plan no later than October 31, 2004. This may be accomplished one of two ways. Rating officials may recertify the FY 04 performance plans by annotating on a copy of the plan (DI-2002) "Performance plan recertified for the time period October 1, 2004, through December 31, 2004." In addition, signature/date lines should be provided on the DI-2002 for the rating official and employee. If the critical results on an employee's FY 04 performance plan are not applicable for FY 05, the rating official will have to prepare a new 2-level performance plan. If employees and managers receive the requisite training on the new 5-tier system prior to October 31, 2004, the 5-level performance plan can be implemented effective October 1, 2004, and no recertification/re-establishment of the 2-level system will be necessary.

You will be notified shortly of the upcoming training opportunities. Please contact your servicing human resources office if you have any questions.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.